

**HOWARD TOWNSHIP BOARD OF TRUSTEES
PROPOSED AGENDA
March 17, 2026 7:00 P.M.**

CALL TO ORDER

1. Call to Order
2. Pledge to the Flag
3. Roll Call of Board Members
4. Approval of Agenda
5. Approval of Minutes of February 17, 2026 Regular Board Meeting
6. Approval of Minutes of February 19, 2026 Special Meeting
7. Approval of Minutes of March 5, 2026 Special Meeting
8. Approval of Minutes of March 12, 2026 Public Hearing
9. Approve Financial Report
10. Approval of Bills
11. Departmental Reports
 - A. Commissioners' Reports
 - B. Building Department
 - C. Fire Department
 - D. Sheriff Department
 - E. SMCAS Ambulance
 - F. Parks Department

INFORMATION

Discussion of Sewer rates

OLD BUSINESS

NEW BUSINESS

- A. **Approve** 2026-2027 Meeting Schedules
- B. **Approve** Contract
 1. Auditor – Siegfried Crandall, P.C.
 2. Insurance Carrier – Berends, Hendricks, Stuit Insurance
 3. Ordinance Enforcement Contractor (clean-ups)- Zoning Solutions
 4. Attorney- Bauckham, Thall, Seeber, Kaufman et al.
 5. Snow Plowing- Watsons
 6. Mowing-Darr Philips
 7. Office Cleaning -Michiana Cleaning

8. Law Enforcement Cass County Office of Sheriff

- C. **Approve** Contracted Employees
 - 1. Electrical inspector - Ron Bellaire
 - 2. Mechanical and Plumbing Inspector - John Dobberteen
 - 3. Miss Dig - Lisa Guyott
 - 4.. Building Inspector- Adam Dahlgren
- D. **Appoint** Fire Officers
 - 1. Chief - Chris Corzine
 - 2. Assistant Chief- Chris Korp
 - 3. Captain/Fire Inspector - Tim Phillips
 - 4. Lieutenant- Chad Bundy
- E. **Approve** Ordinance Enforcement Authority
- F. **Approve** Resolution 2026-006 - General Appropriations Act
- G. **Approve** Resolution 2026-007 - Salary Resolutions
- H. **Approve** 2026-2027 Holiday Schedules
- I. **Adopt** 2026-2027 General Fund Budget
- J. **Adopt** 2026-2027 Special Fund Budgets (Ambulance, Street Light, Improvement Capital, Building, New Construction, ARPA, Sewer and Weed Eradication)
- K. **Approve** 2026-2027 Pay Scale
- L. **Approve** NATS local Match

CONCERNS OF CITIZENS

ADJOURNMENT

RESOLUTION 2026-006
TOWNSHIP GENERAL APPROPRIATIONS ACT
HOWARD CHARTER TOWNSHIP

A resolution to establish a general appropriations act for Howard Charter Township; to define the powers and duties of the Howard Charter Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

The Board of Trustees of Howard Charter Township resolves:

Section 1 Title

This resolution shall be known as the Howard Charter Township General Appropriations Act.

Section 2 Chief Administrative Officer

The Supervisor (or other designated official) shall be the Chief Administrative Officer and shall perform the duties of Chief Administrative Officer enumerated in this act.

Section 3 Fiscal Officer

The Clerk (or other designated official) shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4 Public Hearings on the Budget

For Charter law townships: Pursuant to MCLA 141.412; MCLA 141.413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on February 28, 2026, and a public hearing on the proposed budget was held on March 12, 2026.

Section 5 Estimated Revenues

Estimated township general fund revenues for fiscal year 2026-2027, including an allocated millage (if applicable) of 2.7714 mills; voter-authorized millage (if applicable) of 0 mills; and various revenues shall total \$1,777,692

Section 6 Millage Levy

The Howard Charter Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount equal to 2.7714 mills as set forth by the Tax allocation board (or as authorized under state law and approved by the electorate).

Section 7 Estimated expenditures

Estimated township general fund expenditures for fiscal year 2026-2027 for the various township activities (cost centers) are as follows: \$1,762,654

Section 8 Adoption of Budget by Reference

The general fund budget of Howard Charter Township is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this Act.

Section 9 Adoption of Budget by Cost Center

The Board of Trustees of Howard Charter Township adopts the 2026-2027 fiscal year general fund budget by cost center. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each cost center and may make transfers among the various line items contained in the cost center appropriation. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior board approval by budget amendment.

Section 10 Appropriation not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations and shall not issue any known order for expenditures that exceed appropriations.

Section 11 Transfer Authority (if desired)

The Chief Administrative Officer shall have the authority to make transfers among the various cost centers (or line items) without prior board approval. The Board shall be notified at its next meeting of any such transfers made, and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total general fund budget be changed without prior board approval.

Section 12 Periodic Fiscal Reports

The fiscal officer shall transmit to the board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including, but not limited to:

- a. a summary statement of the actual financial condition of the general fund at the end of the previous quarter (month);
- b. a summary statement showing the receipts and expenditures and encumbrances for the previous quarter (month) and for the current fiscal year to the end of the previous quarter (month);
- c. a detailed list of:
 - expected revenues by major source as estimated in the budget; actual receipts to date for the current fiscal year compared with actual receipts for the same period in the prior fiscal year; the balance of estimated revenues to be collected in the then current fiscal year; and any revisions in revenue estimates resulting from collection experience to date.
 - for each cost center: the amount appropriated; the amount charged to each appropriation in the previous quarter (month) for the current fiscal year and as compared with the same period in the prior fiscal year; the unencumbered balance of appropriations; and any revisions in the estimate of expenditures.

Section 13 Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligations.

Section 14 Budget Monitoring

Whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the township board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals or reducing appropriations, increasing revenues, or both.

Section 15 Violations of This Act

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in P.A. 621 (1978).

Section 16 Board Adoption

Motion made by, seconded by _ to adopt the foregoing resolution. Upon roll call vote:

The following voted aye: _

The following voted nay: _____.

The Supervisor declared the motion carried and the resolution duly adopted on the 17th day of March, 2026.

Sheri D. Wozniak, Township Clerk

Date

RESOLUTION # 2026-007
CHARTER TOWNSHIP OF HOWARD
COUNTY OF CASS

RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY

WHEREAS, MCL 41.95 authorizes the township board of Howard Charter Township to determine the salaries for the offices of supervisor, clerk, treasurer, and trustee for fiscal year 2025-2026 by adopting a resolution for each office, and

WHEREAS, the township board deems that the salary of the offices of supervisor, treasurer, clerk shall increase.

BE IT RESOLVED, that as of April 1, 2026, the salary of the office of supervisor, clerk, treasurer, and trustees shall be as follows:

Supervisor: \$1812 monthly salary

Clerk: \$1767 monthly salary

Treasurer: \$1767 monthly salary

Trustee: \$ 303 monthly salary

BE IT FURTHER RESOLVED, that this resolution, adopted on March 17, 2026, is properly adopted by the Howard Charter Township Board of Trustees, as required by law.

Motion made by supported by .

The following voted aye: .

The following voted nay: _____.

Members Absent:

CERTIFICATE

The undersigned, as the duly elected and acting Clerk of the Township, hereby certifies that the within Resolution was duly adopted by the Township Board at a Regular Meeting of said Board, at which a quorum was present, held on March 17, 2026 , and this resolution shall take effect immediately upon approval of the Township Board of Trustees.

Sheri Wozniak, Clerk

Date